

The Texas A&M University System

ORGANIZATION		DEPARTMENT	
Organization	AM02 - Texas A&M University	Department	02UCEN
Address	401 Joe Roult Boulevard College Station, TX 77843	Bill-to-Address	750 Agronomy Road - Suite 3101 6000 TAMU Attn: Email invoices to invoices@tamu.edu Attn: Do not mail invoice if sending via email College Station, TX 778436000
Purchaser	Patty Winkler	Ship-to-Address	RUDDER TOWER Room 107 1232 TAMU COLLEGE STATION, TX 778431235
Info Contact	p-winkler@tamu.edu 979-845-4556		

BID INFORMATION			
Description	Blanket Order for Production Labor		
Bulletin Desc.			
Bid Number	AM02-17-B000832	Bid Opening Date	01/03/2017 2:00 PM
Bid Type	Open Market	Type Code	Invitation for Bid
Alternate Id	65896AF	Fiscal Year	2017
		Available Date	12/21/2016 11:19 AM
Pre-Bid Conference			
Attachments	Attachment A - Insurance Requirement 2-12-16~33.docx		

AMENDMENTS

ITEMS					
<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1.000	<p>Attention All Bidders:</p> <p>Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as accept purchase orders.</p> <p>Please visit the following website to register https://buy.tamus.edu/bsol/</p> <p>If you have any questions in reference to registrations, please contact us at vendorhelp@tamu.edu</p> <p>As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at http://purchasing.tamu.edu/media/123743/bidtamupdf.pdf.</p> <p>Physical Address:</p> <p>Texas A&M University Procurement Services Agronomy Road College Station TX 77843-1477 Fax - 979-845-3800</p> <p>NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.</p>	0.00			
2.000	Blanket Order to provide Production Labor for Texas A&M				0.00

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
	<p>University, University Center for the period of Date of Award through August 31 2017. Production Labor includes production specialists with experience in theatre, performing arts, or entertainment events.</p> <p>Quantities are an estimate only and do not constitute a guarantee of purchase. Actual usage may be more or less than estimated. Texas A&M University, University Center will in no way be obligated for any quantity that falls short of the estimated totals.</p> <p>Any unused quantities will be considered cancelled as of August 31st, of each year agreement is in place.</p> <p>Services will be requested as needed by the department and they will refer to the resulting blanket agreement. All invoices shall refer to the resulting blanket agreement issued by Procurement Services.</p> <p>Access and Use of Facilities</p> <p>The successful bidder's employees shall have reasonable and free access to use only those facilities of TAMU that are necessary to perform services under the resulting purchase order and shall have no right of access to any other facilities of TAMU.</p> <p>Observance of TAMU Policies and Regulations</p> <p>The successful bidder agrees that at all times its employees will observe and comply with all policies and regulations of the facilities, including, but not limited to, no smoking within our facilities and applicable locations, parking and security regulations.</p> <p>The successful bidder shall not use TAMU's name or logo, or reference TAMU in any way of the bidder's advertising or promotional programs.</p> <p>Renewal</p> <p>Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm.</p> <p>If renewal option is exercised, the Vendor may increase the contract prices to reflect increases in the cost of providing the services. Vendors must quote a price adjustment factor in terms of a maximum percentage increase for each extension period, not to exceed 3% per year.</p> <p>9-1-17 - 8-31-18: %</p> <p>9-1-18 - 8-31-19: %</p> <p>9-1-19 - 8-31-20: %</p> <p>9-1-20 - 8-31-21: %</p> <p>Please Note: If bidder fails to indicate a maximum percentage increase for each extension period, it will be assumed the percentage is zero (0%).</p> <p>Cancellation</p> <p>Upon award, any order is subject to cancellation, without penalty, either in whole or in part if funds are not appropriated.</p> <p>Texas A&M University reserves the right to cancellation with a thirty (30) day written notice.</p> <p>Texas A&M University reserves the right to cancellation due to non-performance.</p>				

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
3.000	<p>Riggers, Day Rate</p> <p>Riggers shall be responsible for assembling chains, shackles and other lines for multiple rigging points at heights as high as 80 ft., in the arena/theater. Must be able to work with others and work quickly and efficiently to meet deadlines.</p> <p>Physical Requirements:</p> <ul style="list-style-type: none"> -Must climb ladders/stairs -Must walk structural steel I-beams Must have good eye-sight and balance -Must reach, hold grasp, twist, pull and push -Must be able to lift and hold equipment weighing as much as 100 lbs. -Must be able to see marks -Must be able to work in low density light settings -Must be able to tolerate heights -Must be able to see, talk and hear -Must be able to read, speak and understand English -Must be able to follow verbal and written directions in English 	32.00	DAY		
4.000	<p>Theatrical Electricians - Day Rate</p> <p>Theatrical Electricians responsibilities shall include using hand tools to construct and maintain staging for production. Includes moving and setting up production staging and equipment before, during and after events. Also involves coiling and uncoiling cables. Must be able to use two-way radio, pager and radio headset.</p> <p>Physical Requirements:</p> <ul style="list-style-type: none"> -Must be able to grasp, hold and operate hand tools -Must be able to lift, push and pull equipment weighing up to 100 lbs. -Must be able to use arms to coil, move, plug/unplug and tie cables and cords -Must be able to see, talk and hear -Must be able to read, speak and understand English -Must be able to follow verbal and written directions in English -Must be able to work in low density lighting and in a noisy environment Must be able to speak and hear over two-way radios and/or other communications equipment. 	32.00	DAY		
5.000	<p>Stage Hands - Day Rate</p> <p>Stage Hands responsibilities shall include the setup and operation of intelligent and conventional lighting systems, fixed and portable sound equipment, video projectors, computer systems, audio/visual equipment for the events in the arena and meeting rooms, and repair of technical equipment.</p> <p>Experience in the entertainment industry or special events are a must. Desirable skills include electronics and electrical installation and repair, knowledge of telephone/Ethernet systems, CAD, and knowledge of rigging systems. Must be able to connect and trouble-shoot low voltage, 110V, 220V and three-phase current up to 1,000 amps.</p> <p>Physical Requirements:</p> <ul style="list-style-type: none"> -Must be able to stand, sit, walk, lift and carry up to and over 50 lbs -Must be able to crawl, balance, stoop, kneel and squat -Must be able to reach, grasp, hold and handle equipment and cables Must be able to see, talk and hear -Must be able to follow verbal and written directions in English -Must be able to tolerate exposure to noise -Must be able to use a visual display terminal 	110.00	DAY		

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
6.000	Follow Spot Operators - Day Rate	102.00	DAY		
	Follow Spot Operators responsibilities include the set-up and operation of intelligent and conventional lighting systems.				
	Physical Requirements:				
	-Must be able to stand, sit, walk, lift and carry up to and over 50 lbs				
	-Must be able to crawl, climb, balance, stoop, kneel and squat				
	-Must be able to reach, grasp, hold and handle equipment and cables				
	-Must be able to see, talk and hear				
	-Must be able to read, speak and understand English				
	-Must be able to follow verbal and written directions in English Must be able to tolerate exposure to noise				
	-Must be able to work in low density light				
	-Must be able to distinguish colors				
	-Must be able to speak and hear over two-way radio and other communications equipment				
7.000	Steward - Day Rate	110.00	DAY		
	-Interact with on-site Stage Manager				
	-Ensure correct numbers of staff are on-site per times requested				
	-Confirm job roles of staff are meeting desired expectations				
8.000	Hands - Day Rate	100.00	DAY		
	-General term for staff working theatrical events				
	-Roles can include sound tech, lighting tech, carpenter, props, etc. and the number of hands will be determined by needs of the performance contract.				
	-Normally crew role numbers will range from 2-30 depending on show needs.				
9.000	Wardrobe - Day Rate	100.00	DAY		
	-Similar to the hands labor type except these staff specialize in costume and wardrobe needs				
	-Prefer sewing experience				
	-Responsible for costumes and costuming during performances				
10.000	Rate/Charges	1.00	HR		
	Day Rate - means ten (10) hours, anything over 10 hours shall be an additional \$_____ per hour.				
	Additional Requirements of all labor types:				
	-Must have five (5) years' experience in the production business, with 2 years, on-the- job training. Proof of required experiences may be requested by TAMU, if required.				
	-Must be willing to work in an alcohol/drug/ tobacco-free environment				
	-Must wear job appropriate clothing and work-gear as instructed by TAMU prior to each event.				
	-Must provide own transportation to and from Texas A&M University campus in College Station, TX				
	-Must arrive 15 minutes before call time and stay until released				
	Adding Additional Labor Types:				
	Texas A&M reserves the right to add additional labor types as needed. The successful vendor shall provide the day rate for the additional labor type. Once approved, Procurement Services will add the additional labor type to the awarded blanket order.				

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<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
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11.000	Note To Bidders:	0.00			
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Vendor shall clearly define any/all additional rates, to include overtime, midnight rates and travel. Vendor shall indicate when overtime calculations shall start. Only the rates/charges indicated may be paid.

Additional Charges, if applicable are as follows:

Please note: If additional charges are not listed here-in, they may NOT be added at a later date.

Insurance Requirement:

The successful vendor will be required to provide proof of insurance in the amounts indicated in Attachment A as well as maintain a current certificate on file with Procurement Services.

Texas A&M University shall be listed as an additional insured party under each policy of insurance covering employees working for Texas A&M University. Bidders are asked to submit a sample insurance certificate with their bid response for review. Upon award, an updated certificate will be requested.

Payment Terms:

Quote 100% Net 30 Upon Receipt and Acceptance. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in. _____(required field)

Award

The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.

- Vendor's ability to meet the minimum specifications;
- Delivery requirement;
- Experience/past experience with vendor;
- The quality, availability and adaptability of equipment offered to required application.
- Quality of performance of pervious services;
- Insurance Requirement;
- The acquisition price.

Texas A&M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered the most advantageous to the University.